PREPARING FOR YOUR MICROSOFT DYNAMICS 365 TRAINING DAY

Ensure Microsoft Dynamics 365 user logins are in place for each training delegate.

Ensure everyone has a laptop to follow tutor led worked examples and a good WiFi connection.

Book a room with a projector or large screen. Ask everyone to refrain from accessing phones and email. These can be checked during regular breaks.

If possible, have an internal project manager in the room who can answer any business related questions.

Work with Preact to prepare relevant worked examples, e.g. recreate a recent opportunity.

We'll plan topics to be covered in time periods lasting no more than 90 minutes.

We'll confirm action-based training objectives that will be shown on PowerPoint or a check list.

For new Dynamics 365 users, aim to structure training with a morning covering the basics before an afternoon session on their specific business processes.

Stress that the day is not for making changes or running fixes. If something unexpected is found this can be parked but the training has to continue.